Contents

Check Your Account Summary and Print Debit Note ................................................................. 2
Make Online Payment.................................................................................................................. 5
Check Your Account Summary and Print Debit Note

1. To view your account summary, click “Financial Account”.

![Financial Account Module](image)

2. Your account balance and details will be displayed.

![Account Balance](image)
3. To view your debit note, select "Print Online Debit Note".

4. Your online debit note will be displayed in a new browser window.

---

**STUDENT FEES DEBIT NOTE**

**THE CHINESE UNIVERSITY OF HONG KONG**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Academic Year/Term</th>
<th>Due Date</th>
<th>Item Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee-UG-FT</td>
<td></td>
<td>19-20 T2</td>
<td>31/03/2020</td>
<td>$21,050.00</td>
</tr>
<tr>
<td>Caution Money</td>
<td></td>
<td>19-20 T2</td>
<td>05/03/2020</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

**Total**: $21,250.00

**Remark**:
1. The settlement record would be reflected in CUSIS after 3 working days of the payment.
2. Fees once paid shall not be refunded.
3. Unless pre-approved by the University, the total amount should be settled on or before the due dates.
4. For late payment, a fine of HK$200 may be levied when appropriate, except for the fees collected on behalf of the CU/College student union association.
5. For overseas payment, remittance by telegraphic transfer should be sent directly to the University's bank account with details in the following website:

For local payment in Hong Kong, one of the following payment methods should be used:
5. To print out the debit note, right click to open the pop-up menu. Select ‘Print’.
Make Online Payment

1. You can make payments through CUSIS. PPS account is needed for making online payments.
2. Click “Financial Account”

3. Select “Make a Payment”
4. Click “Confirm”, then “Next” to proceed to step 2.

5. Click “Actions” > “Pay All Charges” to pay all outstanding balance.
6. Check the payment amount here. Click “Confirm” then “Next” to proceed to step 3.

7. Click “Confirm” then “Next” to proceed to step 4.
8. You will see the PPS page.
Enter PPS account information and click “Submit” to confirm your payment.
9. A confirmation page will be displayed. You will see “Approved” in the Transaction Status field.